

Annapolis Valley Health Seniors Website	Version <1.0>
User Manual	Date: <27/11/2014>

## Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
<27/11/2014>	<1.0>	First draft	Evan Cox
<28/11/2014>	<1.1>	Started and Finished Section 4, Added Table of Figures	Zach Bearinger

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## **1. Introduction**

### **1.1 Purpose**

The purpose of this document is to assist the users of the Annapolis Valley Health Seniors website. This document will contain: a section on how to use the system, error help, a sample interaction, and a list of known bugs and deficiencies.

### **1.2 Definitions**

Admin: short for administrator

AVH: Annapolis Valley Health

Site: short for website

UI: User Interface

OS: operating system

Member: a registered member of the website

### **1.3 References**

UPEDU format - <http://www.upedu.org>

RFP

Proposal

SAD

<https://novaseniorscentre-148011.use1-2.nitrousbox.com/#>

### **1.4 Notes**

As of this time the forum is not fully functional. Any information about them may not be final and is just included as an example.

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## 2. How to Use the System

### 2.1 Non-member User Interactions

#### 2.1.1 Introduction

As a non-member user you will have a limited amount of features. Your options include viewing information on the website and creating an account.

#### 2.1.2 Viewing Information

The website is designed to be intuitive for most users. We use tabs at the top of the page to organise the main areas of interest on the site. If these are clicked on then the topic box on the left displays important links related to the topics. If one of these topics are clicked, then information related to these topics are brought up on the main page of the website. The information is displayed with a headline, a description of the information and usually a picture associated with the information. If the headline looks like something you're interested in then click on the '**more**' button to be brought to the information's origin. This will usually exit you out of the website. If you are having trouble finding the information you desire there is a search bar located at the top right of the main page that allows you to search for a word or phrase on the website. Just type it in and hit '**Submit**'.

#### 2.1.3 Forums

A non-member user of the website will only be able to view the forums. You will need to become a member in order to write your own comments in the forum. The forum itself will be a list of discussion topics. Each one will be clickable and bring you to a page containing the posts from the members. There is also a search feature located at the top right of the forum page. You can type in a key word and it will search for the information in the forum.

#### 2.1.4 Registering for an Account

On the main page of the website, located at the top right, there will be a '**Sign up**' button. Click on this to be brought to a sign up page. At this page there will be various text fields asking for your personal information. The fields that are required are marked with an \* and the must be filled in with valid information. There may be some optional information fields that can be filled in if you want a more personalised experience. Once you are done entering your information click the '**Sign up**' button at the bottom of the page to complete the process. If they were all valid you should be signed in and ready to access

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member features. If some piece of information was not valid then there will be an indicator on the required field.

## 2.2 Member Interactions

### 2.2.1 Introduction

This section details the experience for a member of the website. If you want to become a member of the website please see section 2.1.4 of this document.

### 2.2.2 Log in and Log out

At the top right of the page there is a button called '**Login**'. Click on this to bring up a couple text fields for your username and password. Enter your information and hit '**Login**' to log into the site.

To log out of the website click the '**Logout**' button at the top right of the website.

### 2.2.3 Viewing Information

The website will act the same for a non-member user and a member in this regard. See section 2.1.2 for details.

### 2.2.4 Forums

Viewing the information on the forum will be the same for a member and a non-member (see section 2.1.3).

A member has the added functionality of creating their own topic for conversation. At the (*Undetermined position at the moment of this documents creation*) of the page there will be a button called '**Create Topic**'. This will bring you to a page with some text fields and a submit button. Enter the name of the topic and then put the information you want to convey in the appropriate boxes. This will create a topic that other members can discuss. If you want to make a comment on this, or any, topic there should be a text field at the bottom to enter your comments. Click the submit button to enter your comment.

## 2.3 Admin Interactions

### 2.3.1 Introduction

This section details the experience for an Administrator of the website. An admin is the main control account and cannot be registered for directly from the website.

### 2.3.2 Log in and Log out

This process is the same for admin as it is for members (see section 2.2.2).

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### 2.3.3 Viewing Information

The website will act the same for a non-member user, member and admin in this regard. See section 2.1.2 for details.

### 2.3.4 Admin Dashboard

Once the admin is logged in, there will be a button at the top right of the website called '**Admin Dashboard**'. Clicking this will bring you to the main admin page that will allow you to easily view information about the website. In this main area there will be statistical graphs containing information about site usage. Mouse over them to get more information. You will also be able to view information about members of the website at the bottom of the page.

There are tabs at the top left of the page. These will bring you to the different parts of the dashboard you may need to go. The '**user**' tab will allow you to manually view and edit profiles. The '**Articles**' tab will allow you to edit the information on the home page and add and edit any article on the website. The '**Calendar**' tab is a calendar for all the admins on the website. The '**Reports**' tab will let you go to the reports section and view statistics for the website. '**Settings**' will allow you to edit setting on your account and the website.

## 3. Error Recognition and Handling

### 3.1 Introduction

This section describes what typical errors are and what should be done if there is an error on the website.

### 3.2 Typical Errors

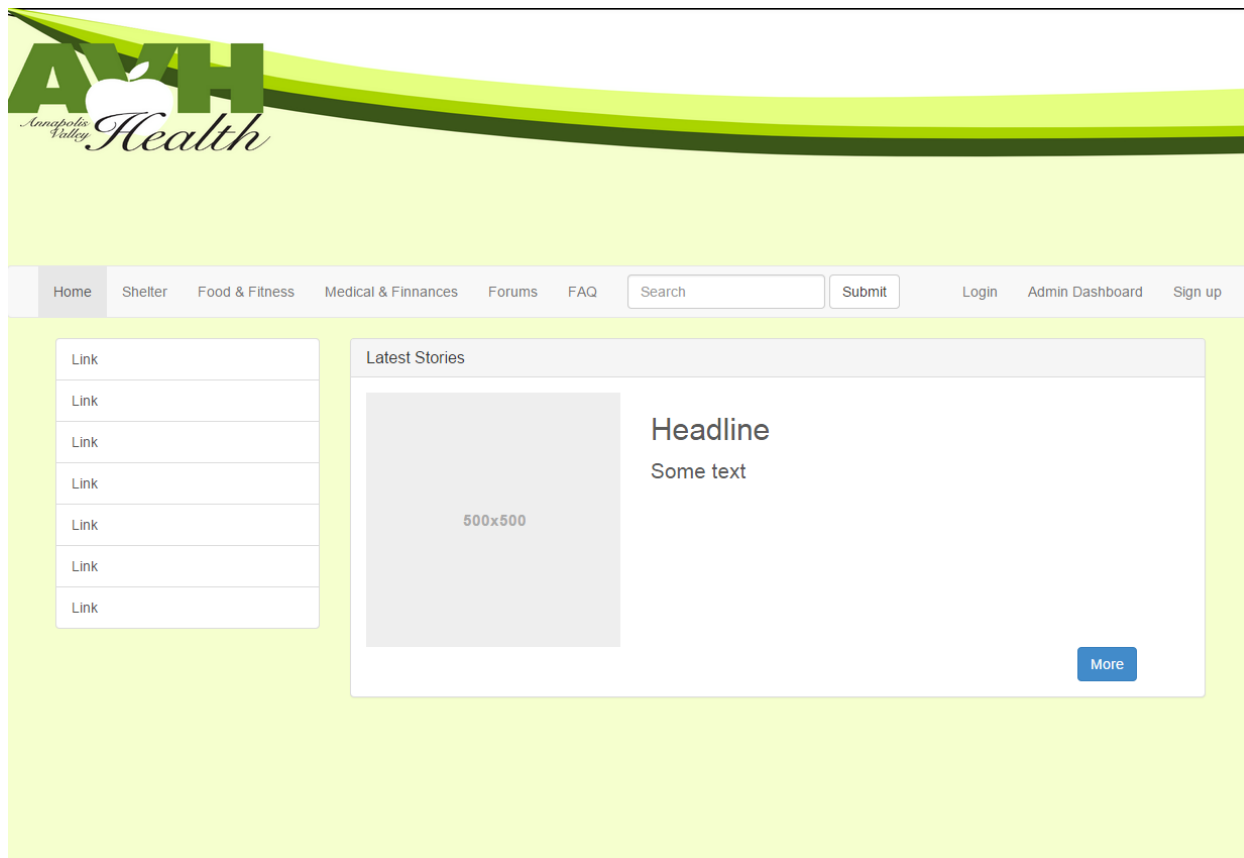
**-Error 404 page not found:** This is typically triggered if the web browser does not find the webpage. This could mean the page was deleted or moved. This could also mean there is trouble on the server side of things. Contact AVH if these problems are constant.

### 3.3 Handling an Error

If the error is not a common one described in the previous section, then the simplest thing to do is try again. The internet is not 100% reliable and something may have got lost. Try again to access the information you are trying to get. If that does not work contact support at (*insert support info here*).

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#### 4. An Example of an Interaction



*Figure 1 Current Homepage*

Say I was an Administrator trying to access the admin dashboard to add a new article and check the calendar. In order to use the admin dashboard I have to login first. I click on the login tab which is located to the right of the search bar. This prompts a pop-up that will ask me to input my password and username. Once I have input this information I can access the Admin Dashboard which is located on the toolbar next to the login tab. Once I have clicked on the tab I am brought to the screen seen below.

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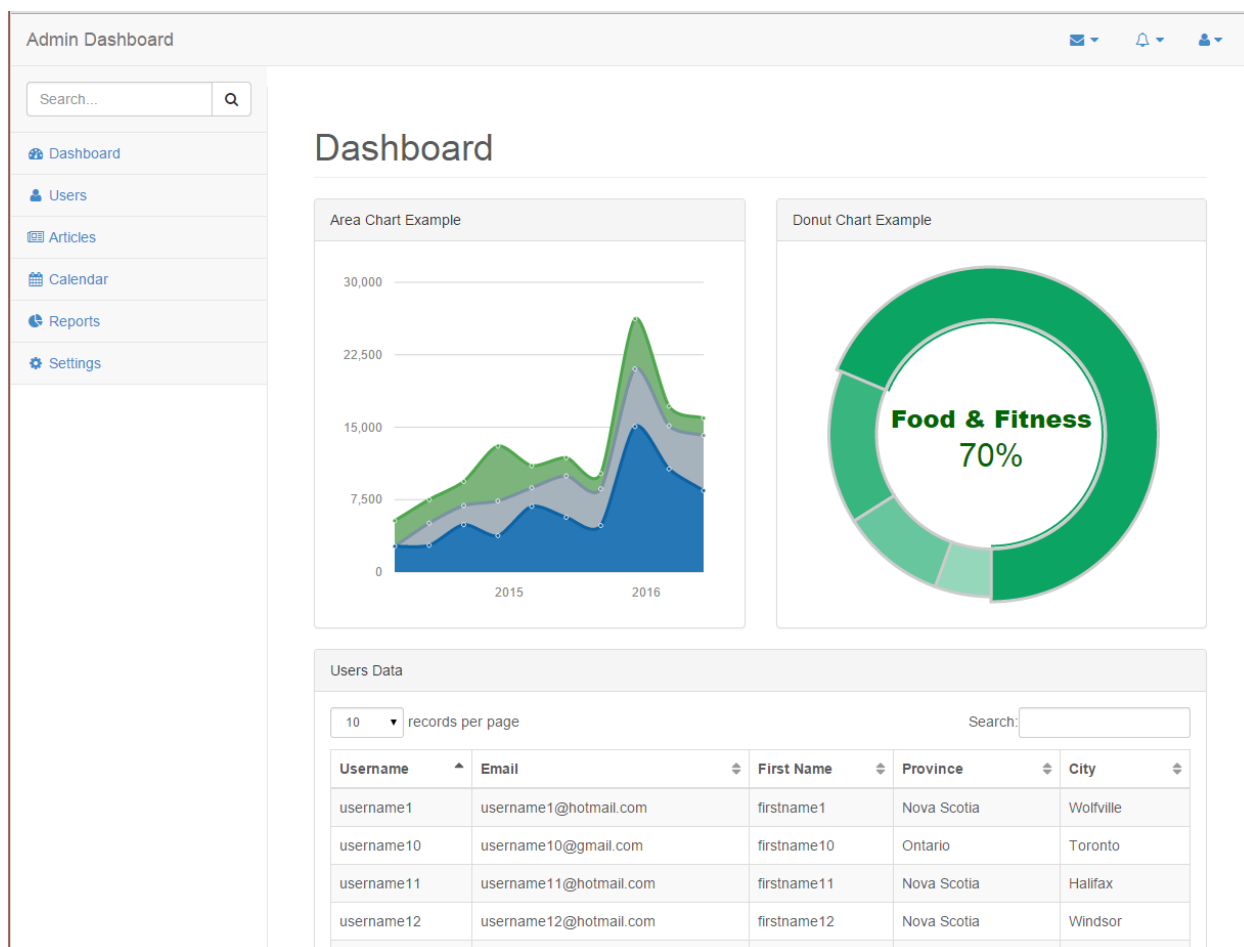


Figure 2 Admin Dashboard

From here the next step to add an article is to click on the articles option in the menu on the left. After clicking on the option it will provide drop down with options to add a new article or edit and article. From there the administrator will be able to fill out the fields of a Title, A Photo, and a brief description and a link for users to follow for more information. Once I have added the article, I would like to check the calendar. I click on the calendar option from the same tab and arrive at the screen below.

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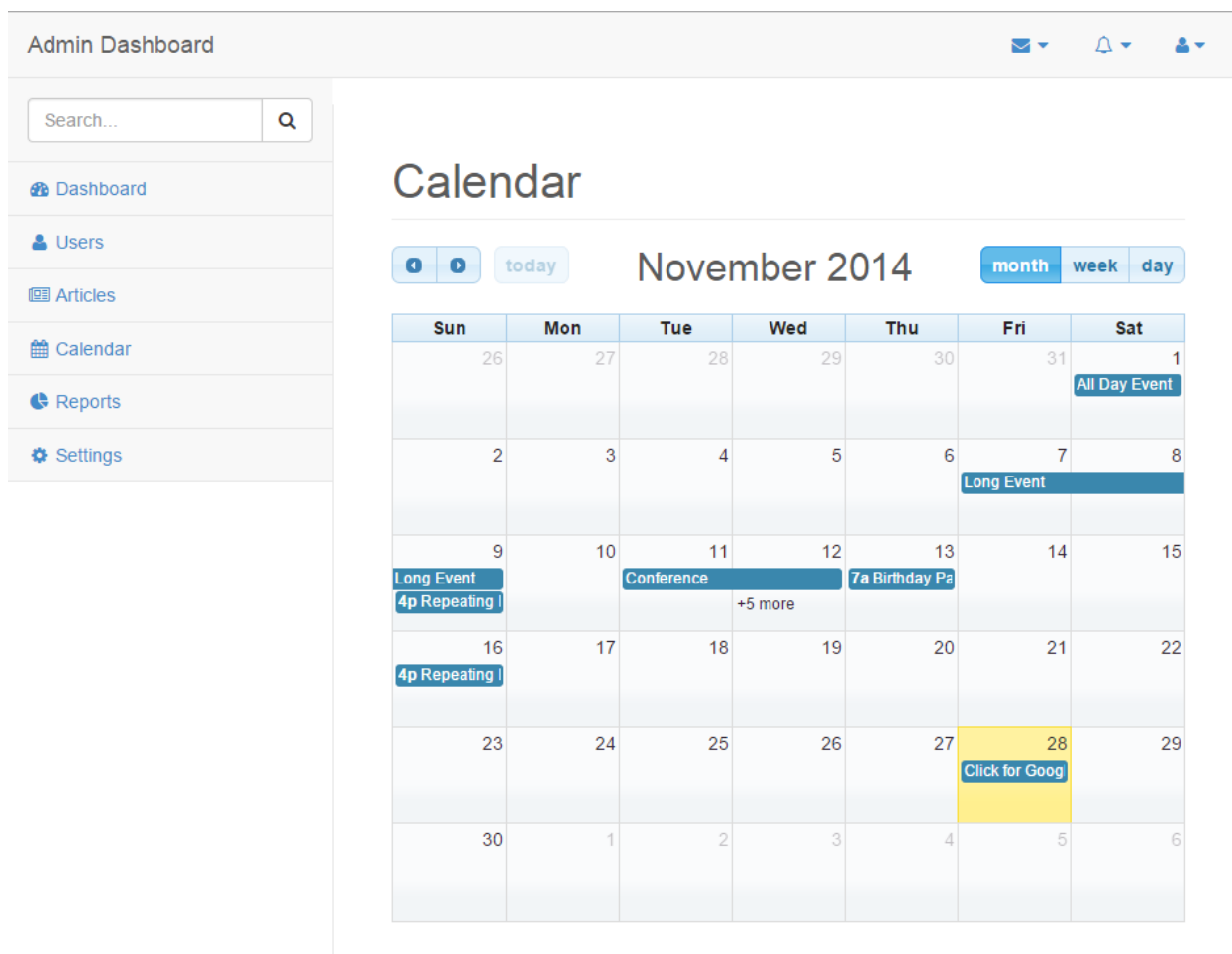


Figure 3 Calendar page

I have now arrived at the calendar page and I can use the tools to maneuver to whichever month that is desired. I can also change the calendar to a weekly or daily view if I need to.

## 5. List of Known Bugs and Deficiencies

### 5.1 Introduction

This section details any known bugs or Deficiencies of the AVH Senior's website.

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## 5.2 Bugs

## 5.3 Deficiencies

Currently there are many features of the website that are not fully implemented (as of 2014-11-27). A full list is below.

Deficiency	Description
Links	Very few links are actually operational at this point
Forum	not fully realised and implemented
Accounts	Not able to create or log into them yet
Search	nothing to search yet